

**CITY OF SUNNYVALE**  
**PUBLIC SAFETY OFFICER IN TRAINING (PSOIT)**  
**TESTING AND SELECTION PROCESS**



**Application materials will be reviewed and those who meet the minimum qualifications will be invited to participate in the testing and selection process. Those that pass the application review will be notified as to the specific time, date, and location of the testing and selection process.**

The selection process for the position of Public Safety Officer-In-Training will consist of several testing components which will be administered on each of the two (2) following days: Monday, April 3, 2006 and Saturday, April 8, 2006. Candidates should schedule at least six (6) hours to complete their testing process on their assigned day. Additionally, a completed Personal History Statement (PHS) must be submitted on the date of the candidate's scheduled testing day, either Monday, April 3, 2006 or Saturday, April 8, 2006. A PHS consists of 27 pages and will be used in the background investigation to assist in determining your suitability for the position of California Peace Officer. Additionally, you can learn more about the PHS and obtain a PHS in the following three (3) ways:

1. To download the PHS, [click here](#).
2. Go to the City of Sunnyvale's Human Resources Department to pick up a copy.
3. Call the City of Sunnyvale's Human Resources Department at (408) 730-7490 to request a copy to be mailed to you.

Please be advised that blank PHS's will not be available at the written exam. All PHS supporting documents (i.e. college transcripts) must be turned into the Human Resources Department by Friday, April 14, 2006. Failure to submit a completed PHS on the written exam date or to provide the required supporting documents by **Friday, April 14, 2006** will disqualify candidates from continuing in the testing and selection process.

## **TESTING COMPONENTS**

The testing process will be composed of the following elements:

- **WRITTEN EXAMINATION.** The first step in the testing process will be the written examination. The written examination consists of multiple choice items in memory and understanding oral information, written communication/report writing, reading and understanding written communication, and reasoning/analytical ability. **You must pass the written examination in order to continue in the selection process.** If you do not pass the written exam, you must wait at least three months in order to participate in a Public Safety Officer – In Training recruitment process. There is no study guide for this examination.
- **ERGOMETRICS FRONTLINE VIDEO ASSESSMENT EXAM.** For those candidates who pass the written exam, the next step in the testing process will be the Ergometrics Frontline Video Assessment Exam. This video-based exam is designed to assess a candidate's judgment and human relations skills in dealing with citizens in the community they serve. The exam is a multiple choice format, with scenarios and questions presented on video. Candidates will see a typical situation they will face on the job, observe the various elements present, analyze the situation and make a quick judgment about how to respond. This video exam evolved from a job analysis and was developed in conjunction with hundreds of officers and administrators. The exam is designed not

only to find the complete range of human interaction skills and requirements on the job, but also to provide an overview of all aspects of police officer work. The video exam is weighted 100% of the overall score.

In addition to the pre-test candidate orientation offered by the City of Sunnyvale, you can also find information about this test on Ergometric's website, [www.ergometrics.org](http://www.ergometrics.org), and click on the law enforcement button.

- **PERSONAL HISTORY QUESTIONNAIRE.** This questionnaire consists of approximately 180 questions and allows each candidate to self-report behavior by answering questions that have been determined to relate directly to job suitability. The Department of Public Safety has developed hiring standards that assess a candidate's suitability for employment as a Public Safety Officer-In-Training with the City of Sunnyvale. The PHQ is designed to identify candidates in the testing process who best meet these hiring standards. The questionnaire is designed to prevent candidates who do not meet our minimum standards from unnecessarily investing the considerable time and effort involved in the testing process. Candidates must pass the PHQ to continue in the selection process.

#### **Additional Steps**

Other steps in the testing and selection process will include: pre-employment psychological exams, polygraphs exams, and an in-depth background investigation. Times and dates for these tests will be arranged directly with the candidate. Candidates who successfully demonstrate that they have met the minimum qualifications of the position, who have passed the Written Exam, Ergometrics Video Exam, hold a current CPAT certification card, and have successfully passed all phases of the pre-employmentselection process, will be placed on the eligible list. Names will remain active on the eligible list for a maximum of one (1) year. Final appointment to this position is contingent upon passing post-conditional offer tests (medical exam, psychological exam, polygraph exam, drug test) and upon submission of proof of U.S. citizenship or the legal right to work in the United States.

The POST Academy is tentatively scheduled to begin the week of June 19, 2006.

**The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.**

If you have any questions regarding the duties of this position, please contact the Department of Public Safety Recruitment Unit at (408) 730-7164. If you have questions, comments or concerns about the recruitment, hiring or selection process, please contact the Human Resources Department at (408) 730-7490.

*An Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified individuals with a disability will receive reasonable accommodations during any phase of the selection process providing such request is made to the Human Resources Office at least 5 working days in advance.*